

## Backups; How, When & Why

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## Why

- To prevent lost of vital data such as pictures and email
- Transfers data onto other computers
- Required for some types of businesses.

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## Types

- **Backup types: full, differential, incremental and mirror backup.**
- **Full backup** is the starting point for all other types of backup and contains all the data in the folders and files that are selected to be backed up. Because **full backup** stores all files and folders, frequent full backups result in faster and simpler restore operations.
- **Differential backup** contains all files that have changed since the last **FULL backup**. The advantage of a **differential backup** is that it shortens restore time compared to a **full backup** or an **incremental backup**.
- **Incremental backup** stores all files that have changed since the last **FULL, DIFFERENTIAL OR INCREMENTAL backup**. The advantage of an **incremental backup** is that it takes the least time to complete. However, during a restore operation, each **incremental backup** must be processed, which could result in a lengthy restore job.
- **Mirror backup** is identical to a **full backup**, with the exception that the files are not compressed in zip files and they can not be protected with a password. A **mirror backup** is most frequently used to create an exact copy of the backup data. It has the benefit that the backup files can also be readily accessed using tools like Windows Explorer. –this options tends to only be used on large servers!

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## When

- Determined by how important your data is to you.
- Daily - and can include only files that have changed
- Weekly – is the most popular type
- Monthly – As a way of keeping data someplace else but only for people who don't have a lot changes

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## How

- If you have **Windows XP Pro** you can go to Start ... All Programs ... Accessories ... System Tools and choose Backup
  - This opens a Wizard in which you can just follow the prompts.
- If you don't have the Pro version you'll need to purchase an automated program.  
It's NOT necessary to have an automated program you can still do it manually ...

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## How cont ...

### Wizard



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## Backing Up To CD/DVD

- Determine size of data to save
- Insert blank DVD or CD
- If CD merely drag the data to the drive letter or your CD burner.
- If DVD you must open the DVD burning program that came with your computer such as Sonic, Nero or Roxio
- Follow-up prompts to copy data to DVD
- Some programs come with a backup program but it usually requires that you buy the Pro version of the software to use it.

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## Backup to External Device

- External Hard drive is represented by a drive letter. For example E:/
- Drag data to that drive letter. I usually have 2 windows open the one from where I need to copy and the target location.
- Use the backup program that comes with some versions of Windows
- Use a 3<sup>rd</sup> party application. For example, on Maxtor One Touch hard drives they come with an automatic backup program called Retrospect.

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## Backup to a Website

- **Carbonite Online Backup?**  
[http://www.carbonite.com/why\\_carbonite](http://www.carbonite.com/why_carbonite)  
This website seems to be the most popular & is recommended by people such as Kim Komando
- Other solutions:
- <http://www.backupsolutions.com>
  - <http://www.idrive.com> for Windows & MACs
  - [www.Dell.com](http://www.Dell.com) sometimes a free trial is offered when purchasing a computer from Dell
  - <http://www.consumersearch.com/www/internet/online-backup-services/index.html> - this site offers you reviews of the most popular ones.

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## How to Backup Outlook Express

- Outlook Express (OE) saves its files to a funky place but you can backup the folders such as Inbox.
- You can open Tools ... Maintenance...and Folder location and change the location. I tend to create a folder called Email and move the files there using the Maintenance feature of OE.
- Once you reopen OE it will move the folders and at that point you can add the Email folder to your files you backup.
- Don't forget to backup your Address book too! Go you Tool...Address book ... Export ... Address book ...choose the WAB type.

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